



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

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CH-2 of 03 Jun 1999

CNETINST 1533.18A

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CNET INSTRUCTION 1533.18A

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) UNIT NEW  
STUDENT ORIENTATION PROGRAMS

Ref: (a) CNETINST 1533.12F  
(b) OPNAVINST 6110.1E  
(c) CNETINST 1500.20D

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1. Purpose. To promulgate policies, procedures, standards, and guidance for the conduct of new student orientation programs at NROTC units. This instruction amplifies section 404c of reference (a) by providing direction to assure uniform quality of supervision and adherence to safety standards at all NROTC units conducting such programs.

2. Cancellation. CNETINST 1533.18

3. Background. Indoctrination programs for new midshipmen have long been conducted at many NROTC units. Typically, these programs have ranged from 2 to 7 or more days in duration and have been used to impart the basics of military orientation and drill. Conduct of this training is not mandated. The decision regarding whether or not to have an orientation program rests with the host university and the NROTC unit.

4. Objectives. When host universities and NROTC units have determined to conduct orientation programs for new midshipmen, the following should be considered the objectives of the training evolution.

a. Issuance of uniforms and basic indoctrination in Navy uniform regulations and grooming standards.

b. Instruction in the basics of military customs, courtesies, traditions, and organization including unit regulations and chain of command.

c. Acquisition of basic competency in military drill and ceremony.

d. Physical fitness training to determine individual midshipman level of readiness to meet NROTC Program and Navy/Marine Corps requirements.

e. Instruction in the privileges and benefits of participation in the NROTC Program and individual responsibilities of midshipmen.

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f. Indoctrination in such other subject matter as desired by the unit and/or the university (examples: how to use the library, availability of tutoring services, university rules and regulations).

## 5. Scope

a. General. Orientation programs for new midshipmen are not the equivalent of boot camp and should not be considered as such in the minds of those planning and executing the program. This training should be structured to provide entry level familiarity with military life in general and the NROTC Program in particular. It should not be expected that new midshipmen emerge from this training a fully polished military member. He or she will be available for 4 more years of learning, growth, and opportunity for demonstration of individual excellence.

b. Planning. A detailed plan for the new student orientation program should be developed utilizing the above objectives as a general framework. The university should be fully involved in this phase and in agreement with all particulars of the training envisioned. The daily itineraries for midshipmen should incorporate ample time for meals and rest, including a full night's sleep each night of at least 8 hours uninterrupted duration. Planning for drill and physical readiness training should reflect a graduated conditioning program of increasing difficulty. Reference (b) provides guidelines for warm-up and conditioning exercises. Standards of performance and distance specified in the Navy Physical Readiness Test (PRT) program (references (a) and (b) refer) should be the maximum new midshipmen should be required to demonstrate. Program plans should clearly define the duties, responsibilities, and scope of authority of all staff personnel and upperclass midshipmen who will supervise and assist with the program. Training planning should go beyond the preparation of a daily itinerary. Curriculum guides should be prepared, reviewed, and approved for each lecture or evolution contemplated. Unit commanding officers shall ensure a risk assessment of each training evolution is conducted and that procedures/safeguards are developed and implemented to eliminate or minimize the hazards involved. Training Time Out (TTO) procedures contained in reference (c) should be incorporated in all curriculum where hazards cannot be eliminated or reduced to an acceptable level of risk.

c. Execution. Supervision is the key to a successful orientation program. The commanding officer is responsible and should be directly involved with the unit orientation program. Officers, other staff, and upperclass midshipmen who are selected for leadership positions must be fully cognizant of the purpose of the program, safety considerations, and the commanding officer's directions regarding their responsibilities and authority. All evolutions shall be conducted by fully qualified instructors. Upperclass midshipmen selected for participation should be among

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the top performers in their respective classes. They should be assigned to assist officers or staff members in charge of events. Upperclass midshipmen should not be placed in charge of any group of new students without frequent oversight by a staff officer. A staff officer should be assigned as duty officer, on scene, during each night of orientation unless students are residing in university operated residence halls.

## 6. Action

a. The NROTC unit commanding officer shall:

(1) Review and approve, in consultation with appropriate university authorities, all orientation program plans and curriculum.

D) (2) Ensure that physical exams have been completed on all new midshipmen participating in accordance with references (a) and (c), and that all have completed risk screening forms contained in reference (b).

(3) Ensure that new students identified as possible risks on the screening forms are cleared by medical authority before participating in any demanding exercise.

(4) Assign only instructors deemed qualified to conduct scheduled training evolutions.

(5) Select only top performing upperclass midshipmen for orientation duty and ensure they are fully cognizant of the goals of the program and scope of their authority.

(6) Ensure maximum commanding officer/executive officer on scene oversight of orientation evolutions and progress.

(7) Provide direction to orientation staff regarding safety, risk reduction, TTO procedures, and deviation from planned schedules or evolutions to reduce risk (e.g., very hot/humid conditions). Ensure pre-mishap plans are developed (and briefed) for reasonable contingencies that may occur during high-risk training evolutions. Pre-mishap plans are discussed in reference (c).

(8) Ensure new students receive adequate fluids, food, and rest.

(9) Require a fire and evacuation drill from the quarters used by new students during the first day of training (not required if students are residing in a university operated residence hall).

(10) Ensure availability of ambulance/medical facilities for physical readiness testing as required by reference (b).

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b. Staff personnel in charge of training evolutions shall:

(1) Provide leadership by example, exercising firm but fair control over the new students.

(2) Direct and guide upperclassmen assisting with the program.

(3) Be thoroughly familiar with the curriculum, training plan, and details of the evolution including all inherent risks and safety considerations.

(4) Establish an atmosphere where midshipmen are challenged yet unafraid to call a TTO for any reason.

(5) Be familiar with indicators that denote a participant is experiencing potentially harmful physical stress.

(6) Maintain an alert attitude to recognize emerging hazards.

(7) Modify or cancel scheduled physical training evolutions when good judgment indicates environmental conditions impose a general risk to all who participate.

(8) Be thoroughly familiar with evacuation routes from quarters assigned to new students as part of duty officer responsibilities.

(9) Ensure the presence of one or more personnel qualified to administer cardiopulmonary resuscitation (CPR) during high-risk training evolutions, PRT, and other evolutions based on risk-assessment.

c. Upperclass midshipmen participating in orientation training shall:

(1) Carry out the directions and orders of officers conducting training evolutions.

(2) Provide leadership by example by demonstrating the highest personal excellence standards in military appearance and physical fitness.

(3) Be familiar with training plans of evolutions in which he or she will assist and be fully cognizant of risk and safety precautions.

(4) Assist officers in charge by encouraging an atmosphere where new students are unafraid to call a TTO for any reason.

(5) Be familiar with indicators that denote a participant is experiencing potentially harmful physical stress.

(6) Be alert to recognize emerging hazards.


(7) When assigned temporary responsibility for leadership of new students, exercise firm but fair control within the scope of the guidance of the commanding officer and staff officers in charge of indoctrination evolutions.

7. Safety. As may be inferred from the preceding paragraphs, the need for prior planning to reduce risks, medical screening of participants, and strictest adherence to safety considerations of curriculum during execution can not be over stressed during orientation programs. These programs should not be a "weeding out" process, a hurdle, or an ordeal for newcomers to the program. The goals of the indoctrination staff should be to demonstrate excellence through leadership, to challenge, and to introduce new members of the naval service to a military environment. The 4 years which follow orientation provide ample opportunity for identification of those who do not measure up to the standards of the Navy and Marine Corps.

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8. Resources. Augmentation of unit operating funds will normally not be authorized for new student orientation. In exceptional circumstances requests for Operating Target augmentation will be considered on a case basis. Requests should be forwarded to the Chief of Naval Education and Training (OTEL). Active duty for training pay and/or midshipman subsistence pay is not authorized for midshipmen participating in orientation training including those assigned to assist instructors. New students participating in orientation programs shall not be charged any fees or required to purchase any items in connection with the training.

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